



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

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FEB 10 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DFMWR-01 - Family Advocacy Program (FAP)

1. Reference Army Regulation (AR) 608-18, The Family Advocacy Program (FAP), 30 October 2007.

2. Background. The FAP is a command program designed to prevent child and spouse abuse through awareness and early intervention, to protect victims of abuse from further violence, and to treat affected Soldiers and Family members. Abuse often constitutes a violation of law. Army policy recognizes a commander's authority to take appropriate Uniform Code of Military Justice (UCMJ) and/or administrative actions against Soldiers who are the perpetrators of abuse.

3. Definition. Domestic violence is an offense under the United States Code, the Uniform Code of Military Justice, or state law that involves the use, attempted use, or threatened use of force or violence against a person of the opposite sex, or a violation of a lawful order issued for the protection of a person of the opposite sex, who is:

- a. A current or former spouse.
- b. A person with whom the abuser shares a child in common.
- c. A current or former intimate partner with whom the abuser shares or has shared a common domicile.

4. Responsibilities.

a. Commanders will encourage their Families to take advantage of the prevention education programs offered through FAP to help them enhance their Family life. Research in the child abuse and spouse abuse fields shows that the single most effective strategy for preventing child abuse and spouse abuse is to educate and support Families.

b. In addition, commanders will facilitate the attendance of the newly married couple and the new parent in classes especially designed to address issues relevant to these life changes. Commanders will strongly encourage parents who are Soldiers to enroll in the New Parent Support Program (NPSP) and participate in the NPSP home visitation program.

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c. Commanders will ensure that all Soldiers receive annual awareness training on the dynamics of Family violence which is provided by the FAP troop trainer.

d. Commanders will attend Family Advocacy training within 45 days of taking command and annual commanders' training thereafter. This requirement is usually satisfied by attending the Company Commanders' Course and the annual commanders' training provided by the FAP.

e. Upon recommendation of the FAP and/or Directorate of Emergency Services (DES) staff, commanders are strongly encouraged to separate parties engaged in physical incidents of domestic violence on and off the Fort Polk installation for a minimum 72-hour period. The purpose of this separation is to help ensure that the safety of military victims of domestic violence is maximized. If both parties involved in the disturbance are living in the same quarters/housing, the commander can require the Soldier to be placed in the barracks or with a command-assigned individual no less than two grades higher than the Soldier. If the parties are dual military, commanders will decide which party to place in the barracks, considering the interests and welfare of the party's minor children, and which parent is the primary caregiver. If the separated Soldier must retrieve basic necessities from his/her home, commanders may allow a one-time visit accompanied by a command assigned individual no less than two ranks higher during the separation period after the victim has been notified. If weapons are present in the home, upon notification by the FAP and/or DES staff, commanders will remove weapons from the home of Soldiers involved in physical domestic disputes and secure them in the unit's arms room until such time as a Social Work Service (SWS) case manager assesses it is safe for weapons to be returned to the custody of the offender.

f. In situations where a domestic dispute does not include a physical assault, commanders may still institute a 72-hour separation period.

g. Enclosed is the Unit Commander's Domestic Violence Incident Process Checklist to provide guidance in handling spouse abuse reports. Commanders will promptly report known or suspected incidents of child or spouse abuse to the Reporting Point of Contact (RPOC) at 531-HOPE (4673), refer Soldiers for evaluation, and ensure compliance with treatment plans per AR 608-18. Army Regulation 608-18 delineates that the unit commander and/or the first sergeant are mandated to attend case review committee (CRC) presentations pertaining to the Soldiers within their command. The unit commander and/or first sergeant must complete an on-line training regarding the CRC process, prior to attending CRC. The training can be found through AKO on the Family Advocacy Program page. Certificates of completion need to be brought to the first CRC that the unit commander and/or first sergeant attends. The CRC meets



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weekly and is a multidisciplinary team. The CRC has the responsibility for reviewing all cases of child and spouse abuse, determining whether cases meet criteria for abuse/neglect or do not meet criteria, based on the evidence presented to the committee, and developing a treatment plan for all cases. Battalion/squadron commanders will ensure company commanders and/or first sergeants attend these meetings and will follow up as appropriate.

5. Procedures.

a. The RPOC will telephonically notify unit commanders within 24 hours of receipt of a report of child or spouse abuse pertaining to the Family of one of their Soldiers. After a report is made, the SWS staff will conduct a clinical interview on each suspected case of abuse. The SWS staff will also give the unit commander telephonic and written notification of the date the report will be presented to the CRC and furnish a copy of the written notice to the battalion commander.

b. When the CRC finds that a case meets criteria, a memorandum will be sent to the unit commander with a copy furnished to the battalion commander stating the treatment recommendations. In addition, commanders will receive a notification letter after 90 days advising them of the Soldier's progress in treatment. The commander must ensure that each Soldier receives counseling and education in compliance with recommendations agreed upon between the CRC and command.

c. Commanders will retain an up-to-date reference copy of the FAP memorandum of instruction (MOI) and this policy memorandum.

6. Family advocacy prevention (531-4653) and treatment programs (531-3272) are co-located in the Army Community Service (ACS) Center, Bldg. 920, 1591 Bellrichard Avenue. The point of contact for the Family Advocacy Program is Kristina Capitano, FAPM, 531-4653, [kristina.capitano@us.army.mil](mailto:kristina.capitano@us.army.mil).

7. This policy will remain in effect until superseded or rescinded.

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### Unit Commander's Domestic Violence Incident Process Checklist

Date of Incident \_\_\_\_\_

Name (Service Member): \_\_\_\_\_ Unit: \_\_\_\_\_

Name (Spouse): \_\_\_\_\_

Children: \_\_\_\_\_

Day	SWS Treatment	Housing/Billeting	Legal	Other
Incident reported. Commander/First Sergeant picks up SM at DES/MP station. Sees Victim Advocate at station or Qtrs. Signs Action Plan for victim developed by Victim Advocate.		Upon recommendation of the FAP and/or DES staff, Commander separates parties in physical incidents of DV for minimum 72 hours. Victim remains in quarters, offender to barracks or, if civilian may be sent off post. Escorts SM to Qtrs to retrieve personal items. One Time Only. Orders SM no contact without escort/witness present.	MP statement/blotter report entry made	Medical Treatment Facility Chaplain notified? Who has children? Transportation Money Food Off-Post lodging Dual Military couple- Call other commander.
Next working day	Contact SWS for appointment. SM: _____ Spouse: _____ Case Review Committee date is: _____	Commanders are encouraged to continue separation of parties pending SWS case manager's assessment and recommendation. If spouses chose not to reunite, continue separation. Begin 30-day termination of Qtrs.	Contact Trial Counsel. May arrange for legal assistance, if warranted (Soldier & spouse). Victim filing charges? Is State prosecuting? Victim seeking restraining order? Victim seeking separation/divorce?	Finance-ensure provision of financial support by SM to Family. If Family wants to move, help plan move NOT AT GOVERNMENT EXPENSE! If children, notify CDC, YS, or Schools of any info they need to know about the case; particularly restraining orders.
CRC Hearing Date	Attended by CO/ISG. Approve Treatment plan.		Monitor	Contact Soldier and spouse reference results and appointments.
Day 15	Contact SWS case manager for compliance with treatment plan.	Monitor. Submit Exception to Policy to retain Qtrs, if situation warrants. Notify Picerne of possible termination of quarters.	Monitor	Mid-month LES review: ensure support payments being made.
Day 30	Contact SWS case manager for compliance with treatment plan.	If no reunion, terminate Qtrs on 31 <sup>st</sup> day. SM must clear Qtrs if they now reside in barracks or off post.	Monitor progress of UCMJ/civilian proceedings, separation/divorce.	Monitor
Every 30 days (minimum)	Contact SWS case manager for compliance with treatment plan	Monitor If convicted, provide a copy of court papers.	Monitor. If Soldier convicted, contact Trial Counsel.	Monitor